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28 JUN 1967

MEMORANDUM FOR: Deputy Director for Science and Technology

SUBJECT: Office of Special Activities' Operating  
Budget for the FY 1968 and the Preliminary  
Office Estimates for FY 1969

1. Attached herewith is the OSA Operating Budget for the FY 1968 and the Preliminary Office Estimates for FY 1969. Also attached, per your recommendation, are Concepts B and C for the phaseout of the Oxcart Program.

2. Under the present operating concepts, we believe that the funds, as presently allotted for FY 1968, are entirely inadequate. The funding for FY 1968 was based on the phaseout of the Oxcart project beginning in July 1967. Since the project is now deployed, the phaseout has been temporarily deferred and the earlier funding estimates are no longer valid. It will, therefore, be necessary to ask for budgetary revisions at an early date. The same consideration should apply to the FY 1969 portion.

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Acting Director of Special Activities

Attachment  
As stated above

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OFFICE OF SPECIAL ACTIVITIES

FUNCTIONAL STATEMENT

OFFICE OF THE DIRECTOR

The Director of the Office of Special Activities is responsible for the development and supervision of certain special projects, for technical guidance, and management of Agency Intelligence operations, and related activities.

SECURITY STAFF

The Security Staff is responsible for providing security support to all components of the Office of Special Activities in the areas of personnel, physical and operational security. In addition, this Staff is responsible for the establishment and maintenance of sound security programs in the many commercial facilities involved in the support of OSA programs.

REGISTRY

Conducts the records administration program to include files organization, maintenance, disposal and coordination of record holding and mail procedures. Receives, distributes, and processes all written communications, teletypes, etc. Maintains control of incoming and outgoing classified documents. Provides courier service for OSA.

DEPUTY FOR MATERIEL

Maintenance, Supply, Installations and Avionics

Develops, standardizes, and administers plans, programs, policies, procedures and guidance governing materiel requirements planning and computation, field installations, provisioning, maintenance engineering and supply control. Acts as procurement focal point for OSA supply items at headquarters and in the field.

DEPUTY FOR OPERATIONS

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RESEARCH & DEVELOPMENT

COMPTROLLER

Audit, Contracts, Budgets & Programs, Management Reporting, Finance, Personnel and Travel. Acts as the principal financial management and manpower control staff advisor to the Director. Develops and implements policy, programs and systems related to Budgeting; Finance and Accounting; Auditing; Manpower Requirements and Utilization; Evaluation; Management Data Reporting; and administration of the OSA Contracts Management Division. Responsible for the procurement of items/or services for certain designated projects and the financial management of the contracts in force.

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